

## Small Grants Scheme - Guidance

**This summary guidance should be read in conjunction with the application form.**

### **The four grant fund categories are:**

<b>Essentials</b>	Maximum Award £300 (2 items can be applied for if interdependent e.g. washing machine and clothes airer).
<b>Time Out</b>	Maximum Award £300
<b>Access</b>	Maximum award £250 and £500 for driving lessons only
<b>Skills</b>	Maximum Award £300 (educational or vocational courses, laptop, tablet)

### **Key Information:**

- A maximum of **£700 during a 12-month period and any 2 different categories** can be awarded per household or between all the Carers caring for the same person regardless of where they live.
- If applications are successful, the same grant fund can only be applied for again after a 12-month period (from the date of the award).
- Holidays are available within the UK only with only one application per household every 24 months.
- Grant awards will be made via e-gift voucher (online in GBP £) and delivered by email. (. It is the applicant's responsibility to ensure the information regarding the e-voucher that they enter onto the application form is correct and that the e-voucher can be used for the item/service they have requested on the application.)
- Driving lessons, courses, lessons and some breaks away can be awarded via invoice, if supplied.

### **Item Cap Limits Explained**

- The panel has discretion to fully award, partially award or decline to award.
- Amounts awarded for some items will be capped at a reasonable amount for the item requested.
- The tables below give an indication of the amounts the panel are likely to award for items and services.
- This list is not exhaustive, and items will be discussed by Panel Members.

Item	Maximum	Item	Maximum
Microwave	£85	Laptop (Essentials or Skills Only)	£275
Air fryer	£150	Chromebook	£250
Washing machine	£300	Tablet / iPad	£150
Washer Dryer	£300	Cloudbook	£200
Tumble dryer	£250	BBQ - Charcoal	£125
Corded vacuum	£125	Garden swing seat	£125
Cordless vacuum	£150	Garden gravity chairs (each)	£45
Printer (inkjet)	£60	Garden sofa seating 4+ seats	£300
Printer laser	£125	Garden patio set 4+ seats	£250
Bed frame (depending on size)	£100 - £300	Garden egg chair	£150
Mattress (depending on size)	£150 - £300	Garden bistro set	£150
Bed frame and mattress	£300	Gym Membership	£300
Heated airer	£125	Holiday UK	£300
Heated blanket (per blanket)	£65	Spa Day	£100
Fridge freezer	£300	Overnight spa break	£250
Fridge	£200	Flights to visit family abroad	£300
Freezer	£200	Overnight Hotel/Cottage/Home Rental /	£300
Netflix Subscription 12 months	£216	Exercise Equipment	£300

### **Important Information:**

- Grants are discretionary and Grant funding is limited. Each application will be assessed on an individual basis by a Panel. The misuse of grants including: Submitting false, inaccurate or misleading information to obtain grant funds is unlawful.
- No reimbursement of payments already made by the Carer can be made by the Small Grants. If the Carer purchases the item or service they have applied for a grant to fund, they will void their grant award.

- Unsigned or incomplete applications will not be processed for the panel. All information relevant to your application should be included in the application form. We are unable to accept additional information.
- Driving lesson grants must be provided by a fully qualified ADI instructor, where we may ask for their ID as confirmation. Please check their availability and ability to provide and invoice, before applying for a driving lesson grant as we are unable to get involved with any driving schools/instructors. Any unused funds will be returned to ourselves.
- The applicant should answer all questions as fully as possible. Failure to provide enough information for the panel to fully understand the caring role and situation is likely to result in an unsuccessful application. Applications that do not provide full information regarding the item/service being applied for are likely to be rejected or unsuccessful.
- All individuals referenced in the application form (age 16 years and over) must provide a signature in section 8 (Carer's Declaration). Electronic signatures must be provided as a typed signature/full name. Missing signatures will result in a rejected application due to GDPR regulations.
- A supporting statement or verification of your status as an unpaid Carer must be provided by an independent professional (not a family member). If a supporting statement is being provided the individual making the statement should complete the application and provide all contact information for us to process the application.
- There is often a waiting list in operation for Small Grants, therefore we recommend checking dates if applying for a break away. Small Grants are not emergency grants, therefore, urgent requests are not able to be met.
- If your application is successful, the grant award is valid for a maximum of 6 months from the date you are awarded. If after this period the grant award has not been spent, it becomes void and the funds will be returned to the 'Small Grants funding pot' and reused. At the end of the financial year there may be a requirement for grant funds awarded to be spent earlier than the six-month period to ensure the funding is available. A Small Grant Officer will advise if this is the case.
- Receipts are required for all purchases made using the e-gift voucher. Receipts should clearly show the supplier, the date of purchase, the item purchased, the amount paid and the method of payment.
- Feedback is required for all grants awarded. A link to a feedback form will be sent via email.
- Failure to provide a receipt (where applicable) and feedback for Small Grants received, will result in future applications being rejected whilst the required information is outstanding, or declined.
- We are not able to become involved in refunds, complaints or disputes regarding missing / undelivered / faulty/damaged goods or personal accounts/contracts with suppliers.
- We are not able to become involved in re-bookings or cancellation of breaks / spa days / hotels/experience days/travel etc.

**We cannot provide grants for the following:**

Excluded Items	
Cookers/Ovens/Hobs (Gas and Electric) and Gas Bbq's	Any items that require professional installation
Mobile Phones Including Data	Fixtures/Integrated appliances
General/Living Costs e.g. food, bills, rent, clothing and debt repayment.	Home Adaptations E.g. Hand/grab rails, Ramp, Stairlift, Security Systems etc.
Purchase and Maintenance of Vehicles Including fuel costs and insurance	Statutory services and items E.g. equipment for school work
Items/holidays where a deposit or full payment has been paid	Funding for on-going payments E.g. Direct Debits

Excluded Suppliers	
Hoseasons – Holiday-voucher.com	Hotels.com
Butlins	Giftcards.co.uk
Prezzee	Amazon Prime